

City of Lansing Precinct Inspector Training



Absente Voter Counting Board

Agenda



- Before the polls open
- Opening the polls
- Processing ballots
- Challengers and poll watchers
- Duplicating ballots
- Closing the polls
- Write-in votes
- Ballot security

Professional Expectations of ALL Election Workers



- RESPECT– voters, co-workers, guest and yourself
- Come On-Time & Ready to work scheduled until dismissed
- Dress Code – clean, not provocative politically or socially
- Lansing Employee Requirements



Professional Expectations of ALL Election Workers



- GR – 1 Employees are required to report on time for work.
- GR – 2 Unexcused absences are prohibited.
- GR – 3 Excessive absenteeism is prohibited.
- GR – 4 Insubordination is prohibited.
- GR – 5 Traffic in and/or the consumption of and/or any one suffering from the immediate or after effects of dangerous drugs or alcohol while at work is prohibited.
- GR – 6 Misappropriation or unauthorized use of City money, property, equipment or supplies is prohibited.
- GR – 7 Gambling on City time or property or during lunch or rest breaks is prohibited.
- GR – 8 Inefficient, careless, inactive or unproductive work is prohibited.
- GR – 9 Falsification of City records is prohibited.
- GR – 10 Fighting, threatening or being disrespectful to other City employees or members of the public is prohibited.
- GR – 11 Unsafe acts that can and/or do endanger the person or property of himself/herself or others is prohibited.
- GR – 12 Improper personal conduct is prohibited.
- GR – 13 Employees are not permitted, under any circumstances, to carry or have their possession weapons, while either on City property or during work hours.

Before the Polls Open



The following tasks must be performed prior to the opening of Absentee Ballots

- ALL Inspectors MUST take and sign the oath of office
- Check all forms and supplies
 - *Each AVCB team has a AVCB supply box; make sure that your box has all the supplies indicated on the list inside the box.*
 - *Each AVCB team table has a small blue recycling bin*
 - *AVCB Chair needs to have the tabulator keys*

Before the Polls Open (Continued)



- Inspect all three compartments of the ballot box are **empty**
- Auxiliary (*small back bin*),
- Write-In (front bin)
- Main (*large back bin*)



Before the Polls Open (continued)



- Verify that the tabulator serial number and seal number agree with the “Clerk’s Preparation Certificate” located on the inside front cover of Poll Book.
- Do not remove the seal.

CLERK'S PREPARATION CERTIFICATE	
Tabulator Serial No. _____	Tabulator Seal No. _____
I certify that the above precinct tabulator has been properly prepared and tested for this election in accordance with law, and that at the completion of the test the program was inserted into the tabulator and sealed with a seal bearing the seal number recorded above.	
_____ Signature of Clerk	_____ Signature of Clerk's Authorized Assistant
Date _____	

ELECTION INSPECTORS' PREPARATION CERTIFICATE	
<input checked="" type="checkbox"/> WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.	
<input type="checkbox"/> The oath of office was administered to and signed by all election inspectors present.	
<input type="checkbox"/> Verified that the serial number of the Precinct Tabulator and the number on the seal used to secure the Precinct Tabulator was the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.	
<input type="checkbox"/> All preparation tests of the Precinct Tabulator were completed and the equipment was found to be in proper working order.	
<input type="checkbox"/> The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, and the 2016 tape generated from the precinct tabulator.	

OATHS OF CHAIRPERSON AND ELECTION INSPECTORS	
STATE OF MICHIGAN, SS. _____	
COUNTY OF _____	
I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson at the Election held on Tuesday , the _____ day of _____, 20____, according to the best of my ability.	
_____ Signature of Chairperson	<input checked="" type="checkbox"/>
Taken, subscribed and sworn to before me this _____ day of _____, 20____.	
_____ Signature of Person Administering Oath	<input checked="" type="checkbox"/>

STATE OF MICHIGAN, SS. _____	
COUNTY OF _____	
I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on Tuesday , the _____ day of _____, 20____, according to the best of my ability.	
Signatures of Persons Taking Oath and Certifying Preparation Certificate	
<input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____
<input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____
<input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____
<input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____
<input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____
Taken, subscribed and sworn to before me this _____ day of _____, 20____.	
_____ Signature of Person Administering Oath	<input checked="" type="checkbox"/>

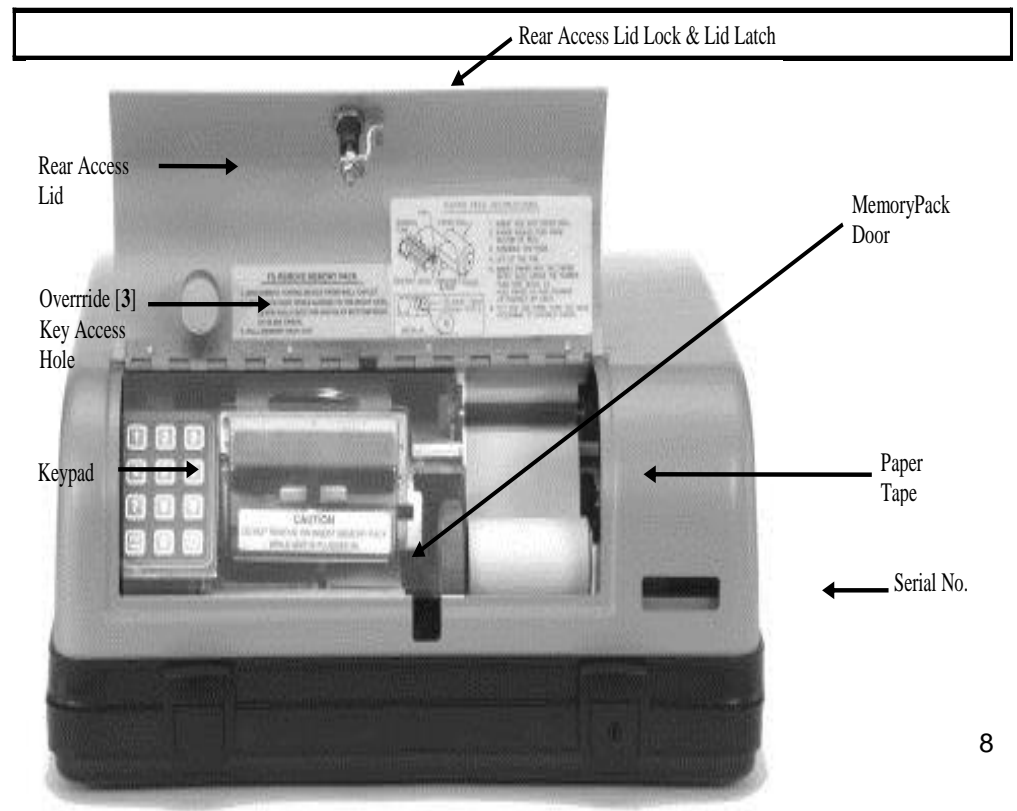


Before the Polls Open (continued)

- Position tabulator near electrical outlet; remember that the secrecy of the ballot must be preserved!
- Plug the power cord into a wall outlet
- A tape of the Zero Report will print. It must contain all zeros.
- If there are more than 2 precincts loaded on the machine you will have to select option 5 to print Zero Report.

REAR VIEW OF THE INSIGHT

The Insight (rear view) (Figure 3-2) shows the location of key components for operating the Insight. The rear access lid of the Insight is locked during the election.



Before the Polls Open (Continued)



- Verify that the precincts that appear on the Zero Report are correct
- All inspectors must sign the bottom of the tape below the messages
- *Do not tear off the tabulator tape, it must remain in the tabulator until the end of the election!*
- Complete and sign the “Election Inspectors Preparation Certificate”

Before the Polls Open (Continued)

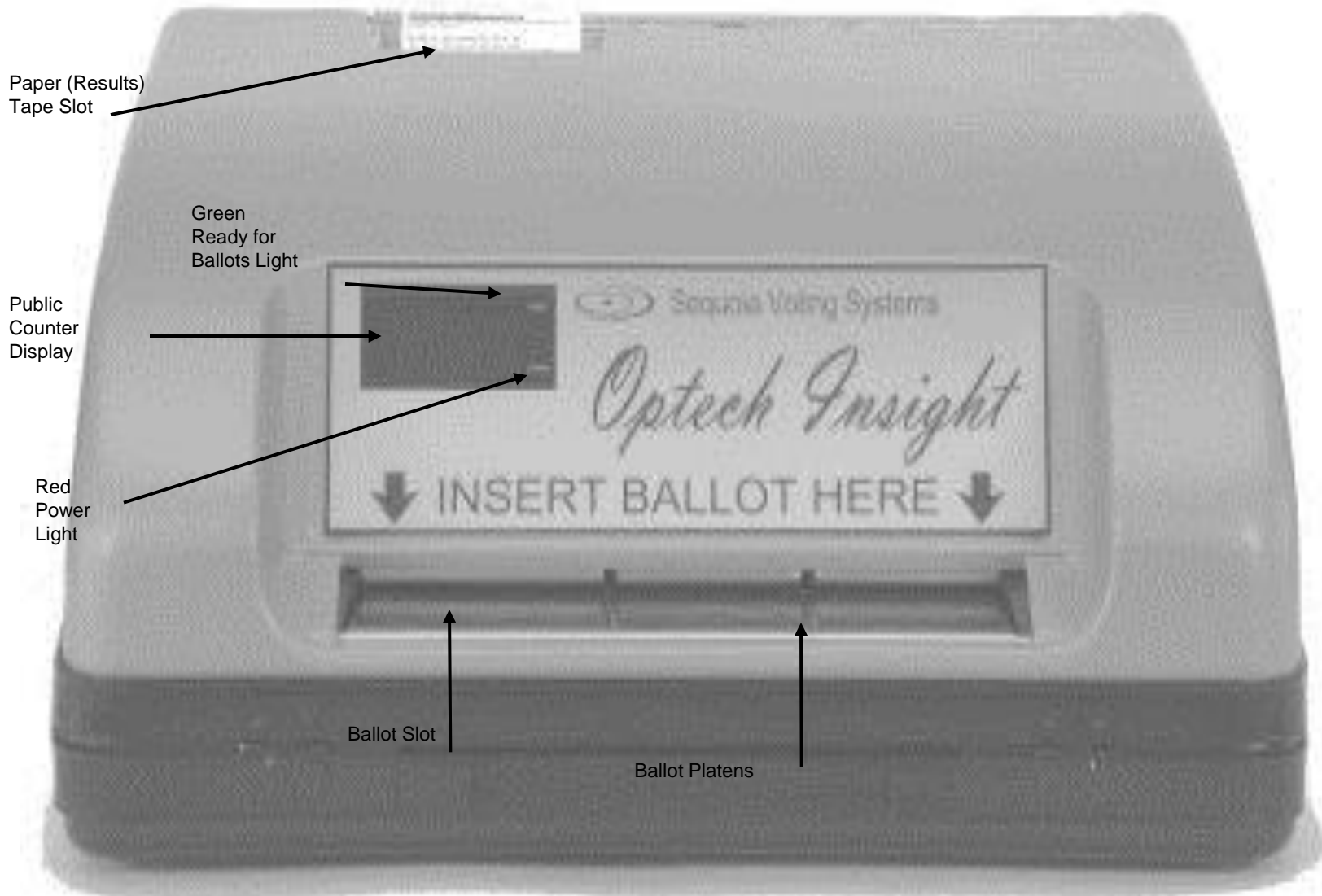
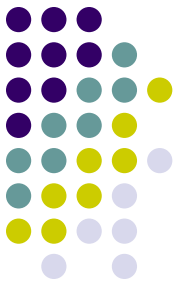


- The public counter display must read zero; throughout the election, this will increase by 1 for each ballot tabulated.
- **Red light** indicates tabulator is on, **Green light** indicates tabulator is ready to accept ballots

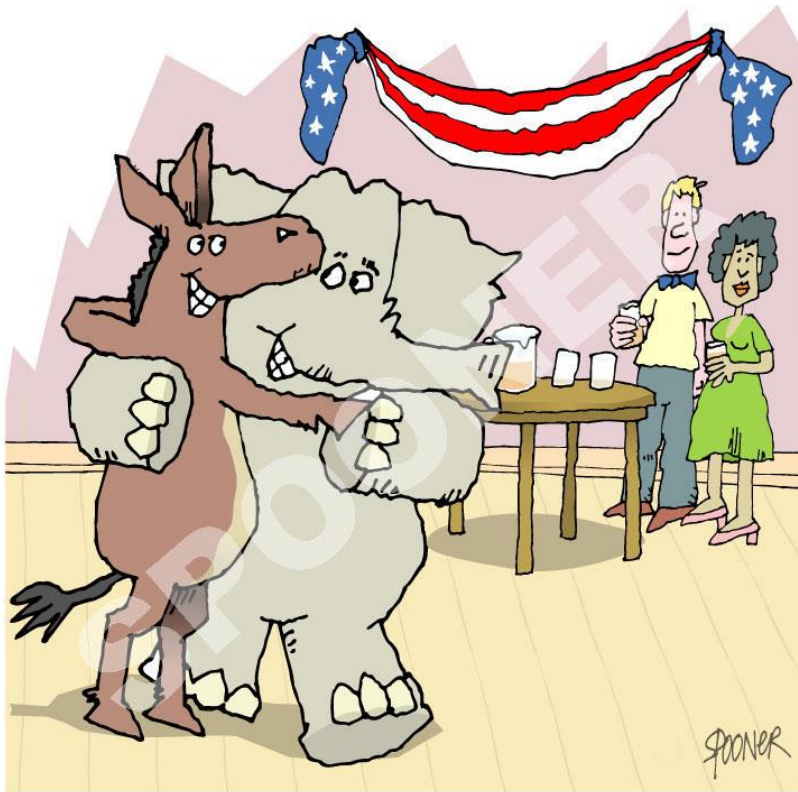


1.Front View of the Insight

The Insight (front view) shows the location of key components for operating the Insight (Figure 3-1).



Checks and Balances



Must have a R & D involved during the day

- When Tabulator is ever unlocked
- Sealing ballot containers and the tabulator

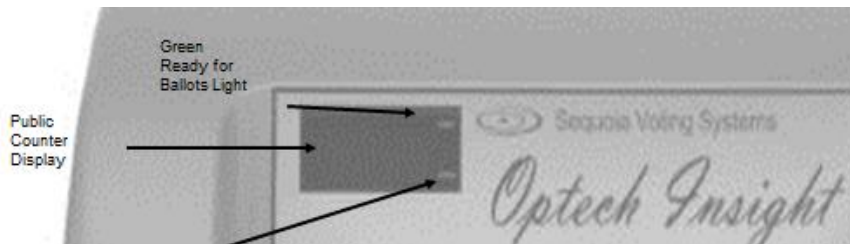
Source:

www.joespooner.com/pages/donkyAndElephant.html

AV Board Ballot Balance Check



- After every precinct is completed, please check the tabulator count compared to total count of the list of voters



Total Count
from the list
of voters

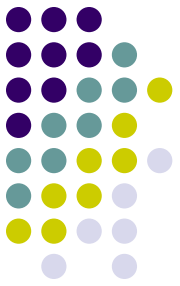
If a ballot jams, and you are unsure if it was processed, wait to re-feed until the end of current bundle

Processing Ballots



- Step 1 – Confirm number of ballots received
 - Working in teams of 2, count the ballots in each precinct and compare to the total for that precinct according to the List of Voters
 - If there is a discrepancy, you will have to go name by name to find error
 - Inspector1
 - Calls out name and ballot number from ballot
 - Inspector 2
 - Confirms name and ballot number of voter
 - Keep in bundles of 50 or the last bundle of the precinct

Processing Ballots



- Step 1 Continue – Confirm number of ballots received
 - For ballots received by the Clerk's Office on Election Day, you must record return of ballot on the list
 - Inspector1
 - Calls out name and ballot number from ballot
 - Inspector 2
 - Confirms name and ballot number of voter and writes date in "returned" column
 - Don't start counting another precinct until chairperson gives OK after confirming all steps are completed.

Processing Ballots



- Step 2 – Open envelopes and remove ballots
 - Working in teams of 2
 - Open the envelopes
 - Remove the *secrecy sleeves with ballots inside* and verify the ballot number on the stub against the number on the QVF label on the envelope
 - Watch for any assisted voters, and make a note on the remarks page *in e poll book*. The note should include the name of the voter and the name of the individual who provided the assistance.
 - Keep ballots inside secrecy sleeves
 - Remove the stub from the ballot and hand the ballot (inside secrecy sleeve) to the next two inspectors in bundles of 50 or the last bundle of the precinct

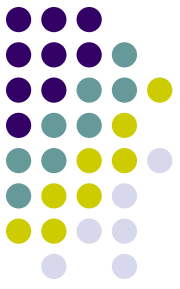
Assisting Voters Cast Ballots



- A complete record must be made on the remarks page whenever a voter receives assistance
 - The note should include the name of the voter and the name of the individual who provided the assistance.

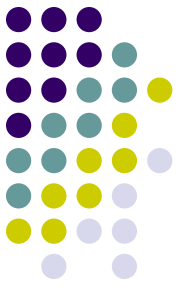


Processing Ballots



- Step 3 – Remove ballots from secrecy sleeves
 - Remove the ballot from the secrecy sleeve, unfold and perform any necessary back folding.
 - Keep in bundles of 50 *{inspectors in bundles of 50 (delete?)}* or the last bundle of the precinct

Processing Ballots



- Step 4 – Tabulate ballots

1. Feed Ballots into tabulator

At the end of each bundle, make sure total is correct. Keep a log of total at the end of each bundle.

2. Remove all ballots from tabulator after each precinct. *Must have one Republican and one Democrat present when opening tabulator.*

Processed ballots must be kept separate by precinct.

3. Ballots are bundled together from the same precinct

4. Bundles are then placed in the Ballot Bag

See Troubleshooting for ballots returned by the tabulator

TROUBLESHOOTING



Tabulator Issues

- **BALLOT JAMMED...** = Ballot did not feed correctly
 - Remove jammed ballot – hold onto ballot until you complete current bundle
 - At end of bundle, verify if ballot was counted or not. If jammed ballot has already been counted, place in ballot bin. If jammed ballot has not been counted, feed in tabulator
- **OVERVOTED OFFICE** = Voted for too many candidates for 1 or more office
 - Inspect ballot to see if voter attempted to correct the ballot by crossing out or erasing markings. If they did, ballot will have to be duplicated (see *“Duplicating Ballot” instructions on page 30*). If not, override error.

TROUBLESHOOTING



Tabulator Issues

- **UNVOTED BALLOT** = Does not recognize any marking
 - Inspect ballot to see if voter used a marking tool the tabulator does not recognize. If they did, ballot will have to be duplicated (see *“Duplicating Ballot” instructions on page 30*). If not, override error.
- ~~**CROSS VOTED BALLOT** = voted in more than 1 primary party (August PARTISAN PRIMARY ONLY)~~
 - ~~Inspect ballot to see if voter attempted to correct the ballot by crossing out or erasing markings. If they did, ballot will have to be duplicated. If not, override error.~~
- **DEFECTIVE BALLOT** = ballot is not accepted
 - Check Precinct #. If ballot is from correct precinct, try to re-feed the ballot upside down, and backwards. Ballot can still be read in any direction. If error still occurs, ballot will have to be duplicated (see *“Duplicating Ballot” instructions on page 30*). If ballot is from wrong precinct, give ballot to the correct precinct team at AVCB.

Write-in votes (Validity Standards)



Ballots from the write-in bin should be examined and recorded between each precinct.

- Determine if the write-in vote is valid,
 - Check with staff for list of valid names for this election.
 - Valid names are provided to clerk office several days prior to election.
- Voter must cast the vote by completing the corresponding arrow and write-in valid candidate name.
 - REMINDER: variations of the name are acceptable

Write-in votes (Continued)

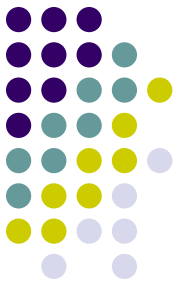


- Determine if a valid write-in vote caused an “overvote”
- ~~In a partisan primary, if a valid write-in vote caused a “crossover vote” do not enter the name on the Write-In page of the Poll Book. Put the ballot with all the other voted ballots.~~

Write-in votes (Continued)



- If a valid write-in vote did not cause an “overvote” and is not affected by a “crossover vote” then enter the name and tally each vote on the Write-In pages in the Poll Book.
- A separate record is made for each name variation of a valid write-in candidate, e.g. Bob Smith, Trustee, 3 votes – Robert Smith, Trustee, 2 votes
- Keep a separate record for each Precinct
- Transfer the write-in votes to the Optical Scan Statement of Votes



Prepare for Closing Time

- Start getting ready to close anytime you get a chance

Suggestions

- Prep labels, ballot bags
- Give out assignments to workers



Challengers



Challengers are appointed by political parties and interest groups

Challengers must ...

- Swear or affirm the oath of sequestration
- possess and display to the chairperson or inspector upon entering the precinct, a “challenger card” issued by the party or organization they represent
- conduct themselves in an orderly manner and **may not touch** any election materials or equipment
- be registered to vote within the state

Challengers (Continued)



- challengers may...
 - observe the processing of voters and ballots in precincts and absent voter counting boards from within the voting area
 - Visually examine all equipment, forms and records
 - challenge a voter's qualifications to vote
 - challenge the actions of election inspectors
 - serve in more than one precinct (no more than two per precinct and one at an AV counting board)

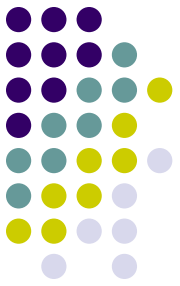
Challengers (Continued)



Challengers may not ...

- be a candidate (*Exception: May be a candidate for Precinct Delegate for a different precinct*)
- be an inspector
- campaign

Duplicating Ballots



- Duplications at the AV Counting Board are done throughout the day.
- An absentee ballot must be duplicated if:
 - the ballot was marked with a marking tool that the tabulator does not recognize; or
 - the voter attempted to correct the ballot by crossing out or erasing markings; or
 - ballot is defective

Duplicating Ballots



- Two Inspectors of different parties must work together
- Write “Orig 1” ~~and sequence number~~ on voter marked ballot
- Write “Dup 1” ~~and matching sequence number~~ on replacement ballot
- One inspector reads votes from original ballot while other inspector marks duplicate ballot
- *Place Dup 1 in tabulator*
- *Place Orig 1 in Original Ballot Envelope*
- *Repeat as necessary, using the next sequential number (2, 3, etc.)*

OFFICIAL BALLOT
City Primary Election
Tuesday, August 2, 2011
Oakland County, Michigan
City of Rochester Hills, Precinct 12

TO VOTE: Completely darken the oval opposite each choice as shown:

INK COLOR!

Write or place the
st a write-in vote

cannot be
ulator.

Do not

OFFICIAL BALLOT
City Primary Election
Tuesday, August 2, 2011
Oakland County, Michigan
City of Rochester Hills, Precinct 12

ely darken the oval opposite each choice as shown:

ark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

re candidates than indicated under each office title.

TES: To vote for a candidate whose name is not printed on the ballot, write or place the
te in the blank space provided and completely darken the oval. Do not cast a write-in vote
e name is already printed on the ballot for that office.

OMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be
ad stub is visible. Return the ballot to the election official stationed at the tabulator.

Duplicating Ballots (Continued)

Validity Standards



- Do not record invalid write-in votes on duplicate
- Do not record invalid marks
- Do not record erasures or clearly crossed out marks
- Record all other marks, *even overvotes!*
- Trade ballots and repeat to confirm duplication

Duplicating Ballots (Continued)

Validity Standards



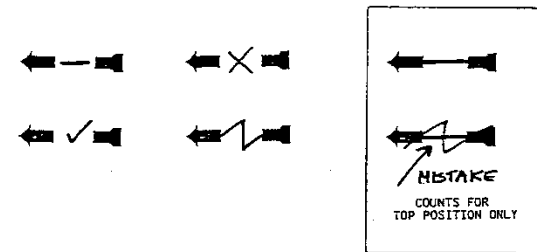
38

- Michigan is not a “voter intent” state
- Valid mark –
 - there must be a mark in the designated target area of the ballot and
 - the mark is consistent with other marks on the same ballot
- Invalid mark –
 - there is no mark in the designated target area of the ballot or
 - the mark is inconsistent with other marks on the same ballot
- Corrections are allowed

– OPTECH SYSTEMS –

Examples of Valid Optical Scan Ballot Markings

STANDARD: There is a mark within the “target area” designated for casting a vote and it is “clearly evident that the intent of the voter was to cast a vote.”

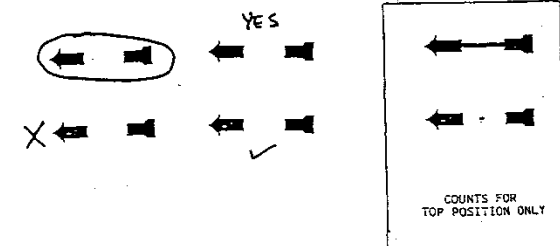


Examples of Invalid Optical Scan Ballot Markings

STANDARD: A mark does *not* appear within the “target area” designated for casting a vote.

or

STANDARD: A mark appears within the “target area” designated for casting a vote but it is *not* “clearly evident that the intent of the voter was to cast a vote” when the mark is compared to other votes cast on the ballot.



no markings on

Closing the Polls



- The polls officially close at 8:00 p.m.
- STEP 1 – Make sure that Clerk's Office does not have any additional ballots to deliver
- STEP 2 - Make sure all ballots have been tabulated including ballots that require duplication
- STEP 4 – **Compare the Public Counter total to the total number of voters according to the Poll Book; THESE NUMBERS MUST AGREE**

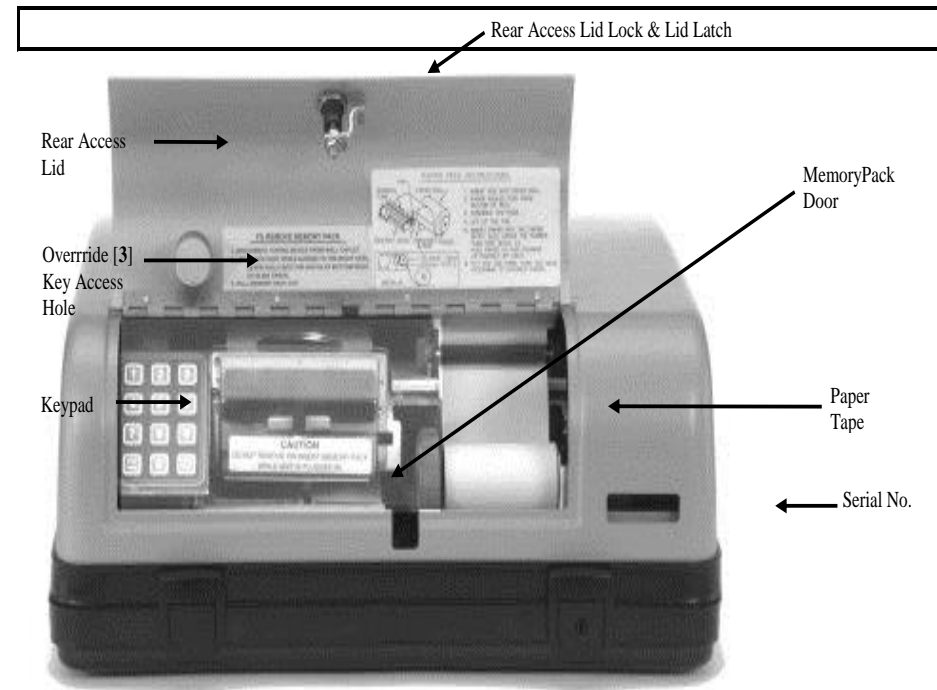
Closing the Polls (Continued)



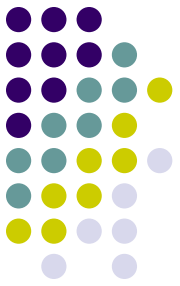
- Unlock the back compartment. Press the “Print Totals” button.
- Press “0” to confirm (press “9” if you are not done processing ballots)
- You may need to press 5 to select report for all precincts
- Print at least 2 more Totals Tapes -may need to press 5
- All inspectors on team must sign each tape

REAR VIEW OF THE INSIGHT

The Insight (rear view) (Figure 3-2) shows the location of key components for operating the Insight. The rear access lid of the Insight is locked during the election.



Closing the Polls (Continued)



- Determine if invalid write-in vote caused a “false” overvote or crossover vote, manually adjust all three Totals Tapes
 - overvote – Record a +1 next to the name of the candidate(s) printed on the ballot
 - ~~Crossover vote (partisan primary only) – Record a +1 next to the name of each of the parties candidates that are entitled to receive a vote~~

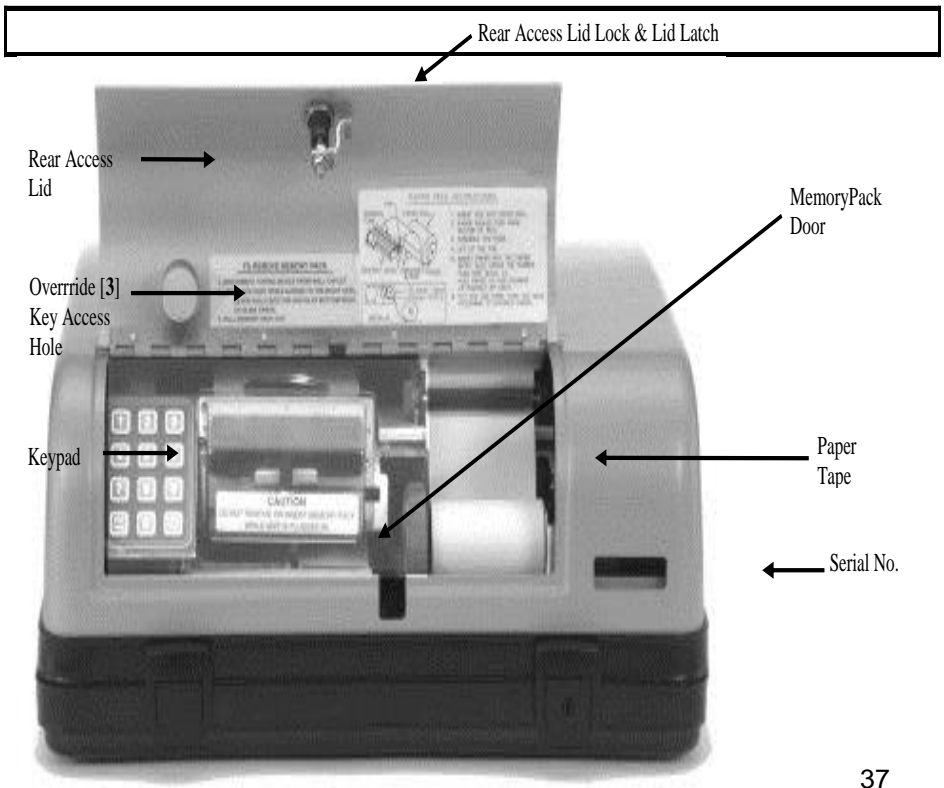
Closing the Polls (Continued)



- The Memory Pack must be removed from the tabulator
- Cut seal on Memory Pack door and remove memory pack
- Hand Memory Pack to Clerk

REAR VIEW OF THE INSIGHT

The Insight (rear view) (Figure 3-2) shows the location of key components for operating the Insight. The rear access lid of the Insight is locked during the election.



Securing Ballots



- The following responsibilities must be carried out by two inspectors of different political party affiliations and attested to in writing on the Optical Scan Statements of Votes and on the Ballot Container Certificate
- Place the following items in the ballot container:
 - All voted ballots
 - Sealed envelope containing “original ballots which have been duplicated”

Securing Ballots (continued)



- Fill out Ballot Container Certificate with seal number to be used and sign it
- Seal the **blue** ballot container with a plastic seal
- Remember to record the seal number used on the **blue** ballot container on the Optical Scan Statement of Votes and on the Ballot Container Certificate

[Video blue](#)
[Video interlock](#)



Ballot Bag Security

Flap down on the Zipper first to Secure

Closing the Polls (Continued)



- Complete the Optical Scan Statements of Votes form. The following information must be completed:
 - Declared Write-In Candidate Information
 - Certificate of Election Inspectors
 - Ballot Summary
 - Seal Number Certification
 - Election Inspector Signatures (all present must sign)

BALLOT SUMMARY

- A. The number of voters who were issued absent voter ballots: _____
- B. The number of absent voter ballot return envelopes received by the Board: _____
- C. The number of INVALID absent voter ballot return envelopes that the clerk did not deliver to Board (e.g., Provisional Envelope Ballots): _____
- D. The number of voters who did not return their absent voter ballots to the clerk: _____
- E. **Total of Lines B, C and D** _____

TOTAL OF LINE A AND E MUST AGREE.

DECLARED WRITE IN CANDIDATES

NAME	OFFICE	PARTY	TOTAL WRITE-IN VOTES

ORIGINAL TO BOARD OF CANVASSERS
COPY TO CITY CLERK COPY TO COUNTY CLERK



ABSENT VOTER COUNTING BOARD CERTIFICATE

WE CERTIFY THAT WE:

- ☐ Checked the serial number of the ballot issued to each voter against the serial number of the ballot received from each voter.
- ☐ Removed, from each ballot, the detachable stub which bears the ballot serial number.
- ☐ Recorded all challenges, if any, in this Poll book and properly identified any challenged ballots.
- ☐ Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provision ballot security envelopes.
- ☐ Verified that all valid write-in votes have been tallied in this Poll Book and the totals recorded on the Statement of Votes.
- ☐ Accurately duplicated the ballots that required duplication.
- ☐ Tabulated all valid ballots, including all duplicate ballots.

By signing below: we, the undersigned members of the Board of Election Inspectors, certify that all ballots delivered to the Counting Board for this election were property sealed into an approved BALLOT STORAGE CONTAINER by affixing seal number _____

We further certify that if the Tabulator Program (Prom Pack) has been removed from the tabulator it was Properly sealed in an approved STORAGE CONTAINER by affixing seal number _____

X _____
Signature of member who **sealed** the BALLOT STORAGE CONTAINER
and TABULATOR PROGRAM STORAGE CONTAINER

X _____
Signature of member who **verified** these sealings. (May not represent
same political party as member who sealed both storage containers.)

ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW

Chairperson Phone

Phone

Phone

Phone

Phone

Phone

Phone

Phone

Closing the Polls (Continued)



Ballot Summary

Review the
“Ballot
Summary for
completeness
and accuracy

Document any
discrepancies
on the Remarks
Page of the Poll
Book

AVCB WAVCB 1-P

CITY OF LANSING
BALLOT SUMMARY

- A. The number of voters who were issued absent voter ballots: _____
- B. The number of absent voter ballot return envelopes received by the Board: _____
- C. The number of INVALID absent voter ballot return envelopes that the clerk did not deliver to Board (e.g., Provisional Envelope Ballots): _____
- D. The number of voters who did not return their absent voter ballots to the clerk: _____
- E. **Total of Lines B, C and D** _____

TOTAL OF LINE A AND E MUST AGREE.

DECLARED WRITE IN CANDIDATES[illegible]

Closing the Polls (Continued)



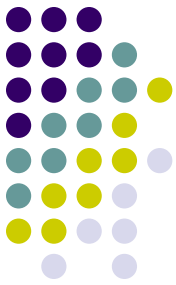
Certificate of Election Inspectors

Please check and/or fill in the boxes located on this form and document any discrepancies on the Remarks Page of the Poll Book

WE CERTIFY THAT WE:

- ☐ Checked the serial number of the ballot issued to each voter against the serial number of the ballot received from each voter.
- ☐ Removed, from each ballot, the detachable stub which bears the ballot serial number.
- ☐ Recorded all challenges, if any, in this Poll book and properly identified any challenged ballots.
- ☐ Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provision ballot security envelopes.
- ☐ Verified that all valid write-in votes have been tallied in this Poll Book and the totals recorded on the Statement of Votes.
- ☐ Accurately duplicated the ballots that required duplication.
- ☐ Tabulated all valid ballots, including all duplicate ballots.

Closing the Polls (Continued)



Seal Number Certification and Election Inspector Signatures

Record the seal or seals used on ballot container(s)

All inspectors present at the close of the polls must sign this page

By signing below: we, the undersigned members of the Board of Election Inspectors, certify that all ballots delivered to the Counting Board for this election were property sealed into an approved BALLOT STORAGE CONTAINER by affixing seal number _____

We further certify that if the Tabulator Program (Prom Pack) has been removed from the tabulator it was Properly sealed in an approved STORAGE CONTAINER by affixing seal number _____

X _____
Signature of member who **sealed** the BALLOT STORAGE CONTAINER
and TABULATOR PROGRAM STORAGE CONTAINER

X _____
Signature of member who **verified** these sealings. (May not represent
same political party as member who sealed both storage containers.)

ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW

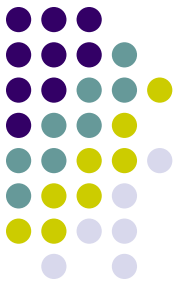
Chairperson	Phone
	Phone
	Phone
	Phone

	Phone
	Phone
	Phone
	Phone



Final Steps

- Make 2 copies of the completed AV Poll book (2 sided) – not including the list of voters
- Put the long copy of tabulator totals tape and 1 Poll Book copy in the Local Clerk envelope and seal with a red paper seal – chair and co-chair sign
- Put 1 short totals tape and 1 Poll Book copy in the Board of Canvassers envelope and seal with a red paper seal – chair and co-chair sign
- Put 1 short totals tape and original Poll Book including list of voters in County Clerk Envelope and seal with a red paper seal – chair and co-chair sign



Elections in 2016

- Save the Date – Upcoming Elections
 - March 8, 2016
 - May 3, 2016
 - August 2, 2016
 - November 8, 2016
- Need to Respond to postcard/email sent to be eligible

CONCLUSION



**Thank you for your
continued dedication and
excellence in the conduct of
City of Lansing Elections.**